

AMERICAN EMBASSY MALABO, Equatorial Guinea

Vacancy Announcement

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| No. 2015-003 | Date: January 21, 2015 | Ref: |
| Subject: | HOUSEKEEPER (Two Positions) | |
| Location: | MALABO - DEPARTMENT OF STATE | |
| Applicability: | ALL INTERESTED CANDIDATES | |

OPEN TO: All Interested Candidates
POSITION: Housekeeper, FSN-1/FP-DD*
OPENING DATE: January 21, 2015
CLOSING DATE: Open until Filled
WORK HOURS: Full-time; 40 hours/week
SALARY: 2,969,706 XAF p.a.
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

*Not Ordinarily Resident: US\$18,161 p.a. (Starting salary)
Position Grade: FP-DD to be confirmed by Washington

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ two suitable and qualified candidates for the positions of **Housekeeper**.

BASIC FUNCTION OF POSITION

The incumbent performs a variety of janitorial and housekeeping jobs at the main Embassy compound, and sometimes at other official residences as may be required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** Completion of elementary school is required.
2. **Experience:** Two years of Janitorial/Housekeeping experience is required.
3. **Language:** Level II (basic knowledge) Speaking/Reading English and Spanish are required.
4. **Job knowledge:** Must know proper cleaning methods which meet hygienic standards of the Mission.
5. **Skills and Abilities:** Job holder must be able to utilize full range of cleaning equipment and products.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of "Needs Improvement" or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit their applications according to the instructions below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**), available at the Embassy Gate and Internet Web site. This form must be completed in English;
 2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications for the position as listed.
 3. Indicate the position title and the vacancy announcement number on the top right corner of the envelope or application form.
 4. If applying by email, indicate the position title and vacancy announcement number on the subject line and send the application to the following address: malaboapplicant@state.gov
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy Malabo,
Address: Malabo II Highway,
Or email: malaboapplicant@state.gov
Malabo - Equatorial Guinea

POINT OF CONTACT:

Tel: (+240) 333095741, HR Section
(Ask telephone operator to transfer your call to the Human Resources Office)

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| THE CLOSING DATE OF THIS POSITION IS FEBRUARY 4, 2015 |
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AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

DEFINITIONS

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen Eligible Family Members (EFM) and EFM's of Foreign Service, Civil Service and uniformed service members who are eligible for employment under

a US government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:

- Have US citizenship;
- Be at least age 18;
- Be listed as a spouse or dependent on the travel orders of a Foreign, Civil Service or uniformed service member permanently assigned to, or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
 - Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2